

City of Alvin, Texas

Paul Horn, Mayor

Glenn Starkey, Mayor Pro-tem, District D
Brad Richards, At Large Pos. 1
Joel Castro, At Large Pos. 2
Martin Vela, District A



Adam Arendell, District B
Keith Thompson, District C
Gabe Adame, District E

ALVIN CITY COUNCIL AGENDA THURSDAY, OCTOBER 3, 2019 7:00 P.M. (Council Chambers)

Alvin City Hall, 216 West Sealy, Alvin, Texas 77511

Persons with disabilities who plan to attend this meeting that will require special services please contact the City Secretary's Office at 281-388-4255 or drobot@cityofalvin.com 48 hours prior to the meeting time. City Hall is wheel chair accessible and a sloped curb entry is available at the front east entrance to City Hall.

NOTICE is hereby given of a Regular Meeting and Executive Session of the City Council of the City of Alvin, Texas, to be held on **THURSDAY, OCTOBER 3, 2019**, at 7:00 p.m. in the Council Chambers at: City Hall, 216 W. Sealy, Alvin, Texas.

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

- A. Alvin High School Marine Corps Junior ROTC Proclamation.
- B. Recognition of Fire Chief, Rex Klesel for receiving the 2019 Gulf Coast Tri-Rivers District Firefighter of the Year Award.

4. PUBLIC COMMENT

5. PUBLIC HEARING

- A. First of two required public hearings for the proposed voluntary annexation of a 3.97 acre tract of land situated in the Hennell Stevens Survey, Abstract No. 595, Brazoria County, Texas, being all that certain called 3.36 acre tract of land described in deed to DGOAlvintx10252018, LLC, as recorded in Document No. 2019034970, Official Public Records of Brazoria County, Texas (O.P.R.B.C.T.), and that certain portion of Moore Road (a variable width right-of-way) adjoining said 3.36 acre tract.

6. CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION: An item(s) may be removed from the Consent Agenda for full discussion by the request of a member of Council. Item(s) removed will automatically become the first item up for discussion under Other Business.

- A. Consider approval of the September 19, 2019 City Council Regular meeting minutes.

7. OTHER BUSINESS

- A. Consider the purchase of approximately 0.5 acre tract of real property (South St.-Bayou Bend (Alvin) Block 1, Lot 2, Brazoria County) adjacent to the property where the new Fire EMS

Station to be built at the corner of E. South Street and Bellaire Blvd. in Alvin, Texas, in an amount not to exceed \$65,000; and authorize the Mayor to sign all related documents.

- B. Consider Resolution 19-R-37, adopting the revised Guidelines, Criteria, and Application for the City of Alvin Business Improvement Grant Program.
- C. Consider Resolution 19-R-38, designating one representative and one alternate representative to the Houston-Galveston Area Council (H-GAC) General Assembly for 2020.
- D. Consider Resolution 19-R-39, nominating candidate(s) for a position on the Board of Directors of the Brazoria County Appraisal District.

8. REPORTS FROM CITY MANAGER

- A. Items of Community Interest and review preliminary list of items for next Council meeting.

9. ITEMS OF COMMUNITY INTEREST

Pursuant to 551.0415 of the Texas Government Code reports or an announcement about items of community interest during a meeting of the governing body. No action will be taken or discussed.

- A. Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

10. EXECUTIVE SESSION

City Council will meet in Executive Session pursuant to:

- A. **Section 551.074** of the Local Government Code: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - 1. City Attorney Evaluation.

11. RECONVENE TO OPEN SESSION

- A. Take action on Executive Session item(s) if necessary.

12. ADJOURNMENT

I hereby certify that a copy of this notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website: www.alvin-tx.gov, in compliance with Chapter 551, Texas Government Code, on MONDAY September 30, 2019 at 4:30 P.M.



Dixie Roberts, City Secretary

Removal Date: _____

**** All meetings of the City Council are open to the public, except when there is a necessity to meet in Executive Session (closed to the public) under the provisions of Chapter 551, Texas Government Code. The Council reserves the right to convene into executive session on any of the above posted agenda items that qualify for an executive session by publicly announcing the applicable section of the Open Meetings Act, including but not limited to sections 551.071 (litigation and certain consultation with the attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to city), 551.074 (certain personnel deliberations), or 551.087 (qualifying economic development negotiations).**

**MINUTES
CITY OF ALVIN, TEXAS
CITY PLANNING COMMISSION
August 20, 2019**

BE IT REMEMBERED, that on the above date, the Planning Commission met in the First Floor Conference Room, at Public Services Facility, 1100 West Highway 6, Alvin, Texas, at 6:00 P.M. with the following members present, Jake Starkey, Chair; Nicole Kelinske, Secretary; Richard Garivey; Santos Garza; Chris Hartman and Carrie Parker. Also present were staff members Michelle Segovia, City Engineer and Shana Church, Executive Secretary. Ashley Davis, Charles Buckelew and Randy Reed were absent.

Call To Order

Call to order at 6:03 p.m.

Petition and Requests from the Public

There were no petitions or requests from the public.

Approve the Minutes of the Planning Commission meeting of July 16, 2019.

Commission Member Santos Garza motioned to approve the minutes of the regular Planning Commission meeting of July 16, 2019. Seconded by Chris Hartman, the motion carried on a vote of 6 ayes and 0 nays.

Consider a final plat of Hinson Acres, being 5.02 acres of land, known as the easterly 38.05 feet of lot 10 and the adjoining westerly 220.48 feet of lot 9, of the N. Chatfield Subdivision, an addition in Brazoria County, Texas, according to the map or plat thereof recorded in Volume 2, Page 39, of the plat records of Brazoria County, Texas and being a part of the F. Moore League, Abstract 100 less and except the southerly 20 feet thereof, City of Alvin, County of Brazoria, State of Texas. City Engineer recommends final plat for discussion and approval. Commission Member Garza motioned to recommend for approval to City Council. Seconded by Member Parker, the motion carried on a vote of 6 ayes, 0 nays.

Discuss and consider the Alvin Development Proposal Guidelines.

Larry Buehler presented the Development Proposal Guidelines to Planning Commission. The members discussed the Alvin Development Proposal Guidelines. Chris Hartman recommended to add drainage plans including floodplain delineation in the guidelines. Jake Starkey mentioned he does not want this to delay the approval process. Nicole Kelinske mentioned the Guidelines would give the Planning Commission a time to give feedback. Member Kelinske motioned to recommend for approval to City Council. Seconded by Member Parker, the motion carried on a vote of 5 ayes, 0 nays.

Santos Garza left the meeting at 6:25 p.m. before the vote.

Discuss possible changes to Chapter 24 ½, Manufactured Homes and Manufactured Home Parks, Article V, Recreational Vehicle Resorts and Parks, in

the City of Alvin Code of Ordinances. Michelle Segovia asked the Planning Commission to read through the Ordinance and the item will be on the agenda next meeting to discuss. Some of the topics discussed were the distance requirement from single-family residential and RV Resort maintenance.

Discuss possible changes to Chapter 21, Subdivision and Property Development Process, in the Alvin Code of Ordinances. Michelle Segovia asked the Planning Commission to read through the Ordinance and the item will be on the agenda next meeting to discuss. Michelle Segovia stated most of the subdivisions recently developed have been developed under the Planned Unit Development section of the Subdivision Ordinance which includes the following requirements: reduced setbacks, required green space, must be a minimum of 10 acres, and amenities.

Items of Community Interest.

Richard Garivey asked who he needs to speak to in order to get permission to beautify Lions Park. Michelle Segovia said to contact Dan Kelinske regarding the matter. Jake Starkey stated he appreciates the joint workshop with City Council and he appreciates all the hard work staff is putting into the guidelines. Jake Starkey also mentioned the Alvin State of the City is October 8th at the KC Hall.

Staff report and update.

There were no staff report or update.

Items for the next meeting.

Michelle Segovia stated the Planning Commission may see a final plat for Kendall Lakes Section 10 and Mustang Ridge Section 1 at the meeting next month.

Adjournment.

Commission Member Parker motioned to adjourn the meeting, seconded by Member Garivey. The motion carried on a vote of 5 ayes. The meeting ended at 7:09 p.m.



AGENDA COMMENTARY

Meeting Date: 10/3/2019

Department: City Attorney

Contact: Suzanne L. Hanneman, City Attorney

Agenda Item: First of two required public hearings for the proposed voluntary annexation of a 3.97 acre tract of land situated in the Hennell Stevens Survey, Abstract No. 595, Brazoria County, Texas, being all that certain called 3.36 acre tract of land described in deed to DGOGAlvintx10252018, LLC, as recorded in Document No. 2019034970, Official Public Records of Brazoria County, Texas (O.P.R.B.C.T.), and that certain portion of Moore Road (a variable width right-of-way) adjoining said 3.36 acre tract.

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Plat Discussion & Direction Other

Summary: Jacob Stauffer, the Manager of DGOGAlvintx10252018, LLC., is petitioning the City to annex approximately 3.97 acres of land, for the purpose of developing the tract by constructing a Dollar General Store. A final plat of the property, entitled Lenamon Grove Addition, was approved by City Council on March 7, 2019.

Resolution 19-R-35 adopted by City Council on September 5th set two public hearings for October 3, 2019, and October 17, 2019. This is the first of the two required public hearings.

A *Notice of Public Hearing* advertisement ran in the Alvin Sun on September 15th and September 22nd, and also placed on the City's [website](#).

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/26/2019 SLH

Supporting documents attached:

Recommendation: N/A

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
AND EXECUTIVE SESSION
THURSDAY SEPTEMBER 19, 2019
7:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular Session at 7:00 P.M. in the Council Chambers at City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Glenn Starkey; Councilmembers: Gabe Adame, Adam Arendell Joel Castro, Brad Richards, Keith Thompson and Martin Vela.

Staff members present: Junru Roland, City Manager; Grace Cruzen, Deputy City Secretary; Michael Higgins, Chief Financial Officer; Dan Kelinske, Parks and Recreation Director; and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council member Castro gave the invocation.

Council member Richards led the Pledge of Allegiance to the American Flag; and Council member Thompson led the Pledge to the Texas Flag.

PRESENTATIONS

Alvin High School Marine Corp JROTC Proclamation.

The presentation was rescheduled to the October 3rd City Council meeting.

Recognition of Fire Chief, Rex Klesel for receiving the 2019 Gulf Coast Tri-Rivers District Firefighter of the Year Award.

The presentation was rescheduled to the October 3rd City Council meeting.

PUBLIC COMMENT

Helen Blankenburg addressed the Council regarding the drainage on Stadium Drive.

CONSENT AGENDA

Consider approval of the September 5, 2019 City Council Workshop minutes.

Consider approval of the September 5, 2019 City Council Regular meeting minutes.

Consider an annual windstorm renewal from Victor O. Schinnerer & Company, Inc. in an amount not to exceed \$188,989.51 for the City of Alvin's windstorm and hail coverage for Fiscal Year 2019-2020; and authorize the City Manager to sign the Proposal Acceptance Form.

Windstorm insurance is property and casualty insurance that specifically covers loss due to damage by high winds: i.e., hurricane and hail damage. The City's general property and liability insurance provider (Texas Municipal League – Intergovernmental Risk Pool [TMLIRP]) does not provide any windstorm and hail coverage for the City of Alvin. However, TMLIRP has an arrangement with Victor O. Schinnerer & Company, Inc. (VOSCO), an underwriting manager of professional liability and specialty insurance, to serve as the City's insurance agent in placing windstorm coverage. VOSCO has written the City's windstorm coverage through various companies since 10/01/2000. The current (annual) windstorm policy with VOSCO expires October 1, 2019.

VOSCO canvassed the open marketplace and approached 11 different carriers on behalf of the City of Alvin. Each carrier modeled and reviewed multiple layers (i.e., primary, buffers, and excess), as well as various terms (deductibles, extensions of coverage, etc.) in an attempt to yield the most competitive placement available. Of the 11 carriers that were approached, 6 declined to submit a proposal, 1 carrier only offered excess coverage, 2 offered higher premiums, and 2 offered outrageous deductibles. VOSCO did not approach Texas Windstorm Insurance Association (TWIA) for FY20 because the

City has approximately \$16 million in scheduled value that would not qualify for coverage under TWIA. Last fiscal year's TWIA's annual premium for the limited coverage was around \$160,000 and for FY20 it was expected to increase by 3%.

For FY19, the City's annual premium is \$163,128. This includes the purchase of a buydown in the amount of \$2,698.51 to lower the deductible from \$25,000 to \$10,000 for wind & hail coverage. In addition, the City currently has a \$165,000 deductible (per occurrence) for wind-driven precipitation.

For FY20, the best quote is from AmRisc for a premium of \$179,392.31 which includes a deductible of 1% per location/\$25,000 per occurrence minimum for named storms and a \$25,000 deductible per item for unnamed storms. In addition, there is \$165,000 for optional Wind Driven Precipitation coverage at a premium of \$9,597.00. The 1% per location/per occurrence and \$25,000 minimum deductible is a significant change in the policy. The difference for FY20 now means that for an unnamed event, such as a tornado, **each** asset has a \$25,000 deductible. For a named storm, the total assets affected are grouped together for a minimum deductible of \$25,000, and then increases by 1% of any additional assets.

Staff has calculated that if **all** of the City's 74 insured assets valued at \$33.96 million were completely destroyed by a single tornado (unnamed event), the City's deductible would be approximately \$1.66 million. If the event was a named storm (hurricane winds) and all insured assets were destroyed, the total deductible would start at the \$25,000 minimum and then grow based at 1% of the value, totaling up to \$338,000.

However, the Underwriters at Lloyds is offering a buydown of the deductible (i.e. a reduced deductible) for unnamed events from \$25,000 to \$10,000 for a premium of \$32,634. If the City were to pay for this deductible reduction, the total deductible would be \$206,000. So, for \$32,634, the difference in the deductibles is \$93,000. The chances of **all** City assets being completely destroyed during an unnamed wind/hail storm (i.e. tornado, strong gust, etc.) is not likely.

Lastly, the wind/hail policy is not a "cash payout" policy. Instead, the assets are valued at replacement cost and would only be rebuilt or replaced back to the current replacement value (not the original purchase value). Cash would not be paid to the city. For example, if the City has a building with a current replacement value of \$200,000, and it was destroyed by a tornado (unnamed event), it would be rebuilt by funding \$175,000 through the insurance policy and the City would have to pay the deductible of \$25,000. Alternatively, if the City purchased the buyback, the insurance policy would cover \$190,000 and the City would pay the deductible of \$10,000.

Recommendation:

City staff understands that insuring all assets at the best price is of utmost prudence. There is a known that an unnamed event (i.e. tornado) will have a higher deductible. The questions are at what point would the risk that all or a majority of insurable assets will be destroyed at one time by a named wind/hail event exceed the added cost to lower the deductible? The safety net is that all of the insurable assets will be covered for wind/hail coverage, under either option. It seems now that named events are more likely to occur than an unnamed event. Therefore, the recommendation by staff is to not purchase the deductible buyback for \$32,634 as the cost to lower the cost of the buyback deductible for unnamed wind/hail coverage does not exceed the risk of actually needing the lower deductible.

Therefore, we recommend Option 2, using AmRisc, **without** the buyback deductible of \$32,634, **with** the Wind Driven Precipitation optional coverage of \$9,597, for a total cost of \$188,989.51. This amount also is in line with the City's FY20 budget. AmRisc currently writes or has recently written coverage for several entities in Texas, including but not limited to: Dickinson, Manvel, Sweeny, Pearland, Bay City, Friendswood, Kemah, Lake Jackson, Oyster Creek, Richwood, and Brazoria.

Council member Vela moved to approve the consent agenda as presented. Seconded by Council member Arendell; motion carried with all members present voting "Aye".

OTHER BUSINESS

Consider resignation from City of Alvin Associate Municipal Court Judge, Mike Merkel, effective September 19, 2019.

Judge Merkel has served the Municipal Court of the City of Alvin since 2013 and has been volunteering his time handling the City's jail magistrations. He has been an integral part of the Municipal Court team, and his service will be missed.

Council member Castro moved to accept the resignation of Associate Municipal Court Judge Mike Merkel, effective September 19, 2019. Seconded by Council member Vela; motion carried with all members present voting "Aye".

Consider Ordinance 19-W, adopting the annual budget for the City of Alvin, Texas, for Fiscal Year 2019-2020; directing the City Secretary to post a copy of the budget on the City of Alvin website; and setting forth other provisions related thereto.

On July 18, 2019, the City Manager presented the FY 2019-2020 proposed budget to City Council. Subsequently, two budget workshops were held on August 1, 2019, and August 8, 2019, whereby City Council and staff reviewed the proposed budget. State law and the City's Charter require that the City enact an annual budget. The City Charter requires that an ordinance to establish appropriation must be approved by a favorable vote of a majority of the members of the City Council.

Discussion was had on the number of police officers funded in the proposed budget.

Council member Thompson moved to approve Ordinance 19-W, adopting the annual budget for the City of Alvin, Texas, for Fiscal Year 2019-2020; directing the City Secretary to post a copy of the budget on the City of Alvin website; and setting forth other provisions related thereto. Seconded by Council member Richards. A roll call vote was taken:

Council member Thompson	Aye
Council member Vela	Aye
Council member Arendell	No
Council member Richards	Aye
Council member Castro	Aye
Council member Adame	No
Council member Starkey	Aye

The motion carried on a vote of 5 "Ayes"; with Council member Arendell and Council member Adame voting "No".

Consider Ordinance 19-X, adopting the proposed tax rate of \$0.7780 (per \$100 of taxable assessed value) which is 2.79 percent greater than the effective tax rate for the City of Alvin.

Council member Castro moved to approve Ordinance 19-X, adopting the proposed tax rate of \$0.7780 (per \$100 of taxable assessed value) which is 2.79 percent greater than the effective tax rate for the City of Alvin. Seconded by Council member Thompson. A roll call vote was taken:

Council member Thompson	Aye
Council member Vela	Aye
Council member Arendell	Aye
Council member Richards	Aye
Council member Castro	Aye
Council member Adame	Aye
Council member Starkey	Aye

The motion carried with all members present voting "Aye".

REPORTS FROM CITY MANAGER

Items of Community Interest and review preliminary list of items for next Council meeting.

Mr. Roland reviewed the preliminary list for the October 3, 2019 City Council meeting; and announced items of community interest.

ITEMS OF COMMUNITY INTEREST

Council member Arendell commended the employees for their work during the rainstorm. He pointed out the high water at House and Jackson Streets.

EXECUTIVE SESSION

Section 551.072: Deliberation regarding the purchase, exchange, lease or value of real property, namely a 0.5 acre tract of land next to the new Fire EMS Station on E. South St and Bellaire Blvd. in Alvin, Texas.

Section 551.074: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

1. City Attorney Evaluation.

Mayor Horn called for an Executive Session in accordance to Section 551.0072 at 7:16 p.m. He announced that the City Attorney is not in attendance, therefore Council will not be discussing Section 551.0774.

RECONVENE TO OPEN SESSION

Take action on Executive Session item(s) if necessary.

Mayor Horn reconvened the meeting from Executive Session at 7:28 p.m. No action was taken.

ADJOURNMENT

Mayor Horn adjourned the meeting at 7:28 p.m.

PASSED and APPROVED the 3rd day of October 2019.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 10/3/2019

Department: City Manager

Contact: Junru Roland, City Manager

Agenda Item: Consider the purchase of approximately 0.5 acre tract of real property (South St.-Bayou Bend (Alvin) Block 1, Lot 2, Brazoria County) adjacent to the property where the new Fire EMS Station is to be built, at the corner of E. South Street and Bellaire Blvd. in Alvin, Texas, in an amount not to exceed \$65,000; and authorize the Mayor to sign all related documents.

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Plat Discussion & Direction Other

Summary: In November 2017, when the City purchased the property on the corner of Bellaire Boulevard and East South Street, where the new Fire/EMS station will be built, the seller retained approximately 0.5 acre. As a result, the City executed an agreement with the seller and purchased 4.9 acres of the 5.48 acre tract for \$325,000 (approximately \$66,326/acre). The seller is now offering to sell the remaining 0.5 acre to the City. Through preliminary negotiations with staff, the seller has agreed to sell the 0.5 acre to the City for \$65,000 – which is significantly lower from the seller’s initial offer. Staff recommends the purchase of this 0.5 acres.

Funding will come from the General Fund via FY19 budget savings.

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A

Funding Account: _____ **Amount:** \$65,000 **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/26/2019 SLH

Supporting documents attached:

- Proposed 0.5 acre tract at the Fire/EMS property
- Letter of Intent

Recommendation: Move to approve the purchase of approximately 0.5 acre tract of real property (South St.-Bayou Bend (Alvin) Block 1, Lot 2, Brazoria County) adjacent to the property where the new Fire EMS Station is to be built, at the corner of E. South Street and Bellaire Blvd. in Alvin, Texas, in an amount not to exceed \$65,000; and authorize the Mayor to sign all related documents..

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

Letter of Intent for Purchase of .5 +/- acres on South St-Bayou Bend (Alvin) Block 1,
Lot 2, Brazoria County

Subject to the execution of a definitive and mutually acceptable agreement of purchase and sale "Purchase Agreement" within 14 days after execution of this Letter of Intent (the contract negotiation period), the undersigned offers to purchase the subject property in accordance with the following terms and conditions:

1. Seller Christopher Iguh Jr, 1327 Miners Bend Ln, Richmond, Tx 77469.
2. Buyer City of Alvin, Alvin, Tx 77511
3. Subject Property: The property which is the subject of this offer (subject property) approx. .5 **acres** on South St, Alvin, Tx 77511 Bayou Bend, Block 1, Lot 2, Tax ID 1640-0002-000. Buyer is also purchasing all of Seller's rights, title and interest in all of the fixtures, improvements, leases, maps, reports, plans, surveys and other such material having to do with the Subject Property including all land use entitlements, governmental permits and allocations, and other such governmental and agency approvals as may exist concerning the property.
4. Purchase price \$65,000
5. Terms of purchase: Cash
6. Deposit Toward Purchase Price: Concurrently with the opening of escrow, Buyer shall place therein the sum of \$2000 as a deposit toward and applicable to the Purchase Price (the initial deposit).
7. Feasibility Period: Buyer does not require a feasibility period.
8. Buyer's Condition Precedent to Closing: Buyer's obligation to close escrow shall be subject to the following conditions:
 - a. Title Company shall be in position to issue a policy of title insurance to Buyer in the full amount of the Purchase Price showing good and marketable title vested in Buyer subject only to such exceptions to title as have been approved by Buyer.
 - b. The non-existence of any development, building, construction, flood or moratoria affecting the Subject Property
 - c. Seller to provide Buyer title to property free and clear of liens except for non-delinquent bonds and taxes.
9. Close of Escrow: Close of escrow to be within 21 days after execution of contract.
10. Other Provisions:
 - a. The Purchase Agreement may contain other provisions such as, but not limited to, a liquidated damages clause, attorney's fees, notices, mutual indemnifications, broker's commission and the like.
 - b. Seller agrees to pay 3% commission to Buyer's Realtor Company, Keller Williams Preferred, Broker Associate Eileen Jasper representing buyer.

- c. Any and all documentation provided by Seller to Buyer shall be returned to Seller upon cancellation of this transaction.
 - d. Closing to be performed at Alamo Title, 114S Gordon St, Alvin, Tx 77511 with title insurance provided as seller's expense.
11. Expiration of offer: This letter of Intent shall constitute an open offer until October 11, 2019 at which time it shall be automatically terminated if not executed by Seller.

If the above outline of terms and conditions are acceptable, please indicate by signing below. All parties to these transactions intend that this proposal be superseded by a Purchase Agreement. In the meantime, all parties agree to proceed in accordance with terms and conditions outlined in this Letter of Intent. Seller understands the purpose of this Letter of Intent is to allow further investigation by both parties into the feasibility of entering into a formal agreement. This Letter of Intent is non-binding. If the Purchase Agreement is not mutually executed within the Contract Negotiation Period for any reason whatsoever or no reason at all, this letter of Intent shall expire and no party shall have any further rights or duties hereunder. Seller shall not solicit other offers during the Contract Negotiation Period.

BUYER: _____ Dated: _____

SELLER: _____ Dated: _____



AGENDA COMMENTARY

Meeting Date: 10/3/2019

Department: Economic Development

Contact: Josh Dearing, EDC Coordinator

Agenda Item: Consider Resolution 19-R-37, adopting the revised Guidelines, Criteria, and Application for the City of Alvin Business Improvement Grant Program.

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Plat Discussion & Direction Other

Summary: Since its inception in 2017, the Business Improvement Grant Program has awarded 8 grants to projects that have equated to over \$150,000 in private investment. The grant program is currently available to businesses that are located in the downtown development area of Alvin. Given the success of the grant program over the last 3 years, the guidelines were revised to increase funding and expand the coverage area. For Fiscal Year 2019-20 the yearly budgeted allotment of \$25,000 for the grant program has been doubled to \$50,000, and the boundaries have expanded from the downtown development area to now include the Gordon Street corridor from State Highway 6 to FM 1462. The Guidelines were reviewed by the grant review team and revised to better reflect the goals of the program. Staff recommends approval of Resolution 19-R-37.

Funding Expected: Revenue Expenditure N/A Budgeted Item: Yes No N/A

Funding Account: 311-1005-00-3102 Amount: \$50,000 1295 Form Required? Yes No

Legal Review Required: N/A Required Date Completed: 9/26/2019 SLH

Supporting documents attached:

- Res 19-R-37
- Alvin Business Improvement Grant Guidelines
- Alvin Business Improvement Grant Application
- Alvin Business Improvement Grant downtown boundaries map
- Alvin Business Improvement Grant Gordon Street corridor map

Recommendation: Move to approve Resolution 19-R-37, adopting the revised Guidelines, Criteria, and Application for the City of Alvin Business Improvement Grant Program

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

RESOLUTION 19-R-37

A RESOLUTION OF THE CITY OF ALVIN, TEXAS, ADOPTING THE CITY OF ALVIN REVISED BUSINESS INCENTIVES GRANT PROGRAM GUIDLINES; AND SETTING FORTH RELATED MATTERS THERETO.

WHEREAS, the purpose of this program is to promote the development and expansion of new and existing business enterprises within the City of Alvin, Texas; and

WHEREAS, the program enhances the economic welfare of the citizens of the City by securing and retaining business enterprises and maintaining a higher level of employment, economic activity, and stability; and

WHEREAS, the City of Alvin receives direct benefit from in-city businesses that create jobs, promote capital investment, and have an overall improvement to our local economy; and

WHEREAS, the program was established in 2017 and has awarded 8 grants to projects that has equated to over \$150,000 in private investment; and

WHEREAS, the guidelines have been revised to better promote the development and expansion of new and existing business enterprises and attract more people to the target areas that will generate additional sales and activity within the target areas of the City; and

WHEREAS, the boundaries of eligible businesses have been enlarged to include Gordon Street from State Highway 6 south to FM 1462; and

WHEREAS, the City Council has considered the matter and deems it in the public interest to authorize this action;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. That the City of Alvin Downtown Business Improvement Grant Program, which has been amended to enlarge the boundaries for eligible businesses, which is attached hereto as Exhibits A and B, is hereby adopted, effective as of the passing of this Resolution.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of

the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 4. Effective Date. This Resolution shall take effect upon its adoption.

PASSED AND APPROVED on this the 3rd day of October 2019

CITY OF ALVIN, TEXAS

ATTEST

Paul A. Horn, Mayor

Dixie Roberts, City Secretary



City of Alvin

GUIDELINES, CRITERIA, AND APPLICATION FOR CITY OF ALVIN BUSINESS IMPROVEMENT GRANT PROGRAM

Section 1. Program Objective

To promote the development and expansion of new and existing business enterprises and attract more people to the target areas that will generate additional sales and activity within the target areas of the City of Alvin, Texas, (the “City”), as shown in the included maps, and to enhance the economic welfare of the citizens of the City, by securing and retaining business enterprises and maintaining a higher level of employment, economic activity, and stability. The City has budgeted \$50,000.00 to fund this grant program.

The program is intended to assist projects that promote retail activities, create an attractive environment, encourage neighborhood character and architectural design, use quality materials, and incorporate good design concepts. Furthermore, the program is intended to assist property owners or tenants with improvements or restorations of the esthetics and architectural appearance of a complete building façade. The program is not intended for repairs or maintenance activities.

Section 2. Eligibility

- (A) Any new business planning to locate or any existing business within the target areas of the City as shown on the included maps (Exhibits A and B) at the time of adoption of these guidelines, shall be eligible for this program.
- (B) Property owners of service or commercial/mixed-use permanent structures and building tenants, with leases of more than one (1) year in length, located within the target areas, are eligible for funding. Governmental entities, public and quasi-public agencies are ineligible for funding for this program.

Section 3. Target Areas

The eligible areas are detailed below and reflected on the attached maps (Exhibits A and B):

Exhibit A – Downtown Development Area:

- Hill Street from Lobbitt Street to Sidnor Street
- Taylor Street from Lobbitt Street to Sidnor Street
- Hood Street from Willis Street to Blum Street
- Hardie Street from Willis Street to Blum Street
- Depot Centre Boulevard from Sidnor Street to Gordon Street
- Magnolia Street from Sidnor Street to Bell Street
- Willis Street from Hill Street to Gordon Street
- Sealy Street from Hill Street to Depot Centre Boulevard
- Sidnor Street from Hill Street to Magnolia Street
- Blum Street from Hood Street to Gordon Street
- Bell Street from Gordon Street to Magnolia Street

Exhibit B – Gordon Street Corridor

- Gordon Street from Highway 6 to FM 1462

Section 4. Application and Approval

Applications filed with the City of Alvin’s Economic Development office on or before the first Monday of each month shall be reviewed by a City appointed review committee (the “Committee”), considered, and responded to within 30 days. An applicant shall be notified in writing within ten (10) days of final approval or disapproval of the application. Applications are available at the City of Alvin Economic Development office at 216 West Sealy Street, Alvin, TX 77511, or online at www.alvin-tx.gov under the Economic Development tab.

Section 5. Guidelines

- (A) Proof of applicant’s ownership of the subject facility or facilities, or proof that the owner of such facility has approved the application for such grant funds, and current property tax receipt shall be required.
- (B) The owner of a business to be operated within a leased facility and the owner of such leased facility must apply jointly for the program. Copies of a lease agreement, proof of ownership of the leased facility, and current tax receipt shall be required.
- (C) An eligible applicant may apply for one (1) or more grants set forth herein within any calendar year. A business that receives grant funding during a calendar year shall not be prohibited from making subsequent applications for funding in the same or subsequent years.
- (D) All grants are reimbursement grants and will only be funded after completion of the project with proof of receipts for all applicable materials and labor submitted to the City of Alvin’s Economic Development office. Photographs of the completed work shall also be required.
- (E) The applicant shall be obligated to make the improvements in accordance with the approved application. Thereafter, any modifications must be submitted in writing and approved by the Committee. Failure to obtain written approval prior to making any modifications shall render the applicant ineligible to receive grant funding.
- (F) The applicant shall be responsible for obtaining all applicable permits related to the improvement project and must comply with all current city ordinances. Failure to do so will render the applicant ineligible to receive grant funding. Failure to complete all of the stated improvements shall render the applicant ineligible to receive grant funding.
- (G) The applicant shall not begin any improvements prior to receiving written approval from the Committee. All improvement projects must be completed within six (6) months of the approval date. Failure to complete the improvements within the required time period may render the applicant ineligible to receive grant funding.
- (H) Extensions to the six (6) month completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension in

writing. The Committee will notify the applicant in writing of the approval or denial of an extension.

- (I) Grants may be used for comprehensively restoring, substantially beautifying, or enhancing the entire façade or elevation of a commercial building. Eligible items include uncovering and restoring historical facades, removing existing façade materials and replacing them with more appropriate and attractive designs and materials, and other detailing which leads to a substantially enhanced appearance.
- (J) Although not eligible for funding on their own, the following may be funded as part of a more comprehensive façade improvement: windows, doors, exterior cleaning, tuckpointing, shutters, gutters, awnings and historical architectural elements. The program will fund projects that significantly improve the visual appearance of the property from the street. Sales taxes and permit fees associated with the construction are also eligible project costs.

Section 6. Funding

- (A) The applicant shall confirm that the project has been completed in accordance with the application. Such notification shall include, but not be limited to, a certificate of completion, documentation of paid receipts for materials and labor and photos of the completed project. The City may request other items reasonably deemed necessary for determining the project's completion. An inspection will be performed within ten (10) business days of notification by applicant. If needed, a letter will be issued to the applicant indicating all areas of noncompliance.
- (B) When all areas of the project are in compliance, the inspector will approve the Certificate of Completion and submit to the City of Alvin Finance Department for payment. The City of Alvin Finance Department will authorize the release of grant funds equal to 50% of the approved costs of such improvements.

Section 7. Default

The applicant shall be considered in default under this agreement for failure to comply with the following provisions.

- (A) The applicant must remain in business for twelve (12) months from the date of the Certificate of Completion. If the subject business is closed, sold, transferred or relocated within a twelve (12) month period, the applicant may be required to reimburse the City for 100% of grant funds received. Consideration shall be given for any permanent improvements that are left at the site and that would enhance the future location of a new business to the site.
- (B) Reimbursement payments due to default must be paid in full within thirty (30) days after the date of written notification by the City that the applicant is in default of any of the funding requirements set forth herein. Payment will only be accepted in the form of a cashier's check or money order, made payable to the City of Alvin.
- (C) The applicant must agree that, in the event of default of its obligations, the City has the right to reimbursement for all attorney's fees and costs, which may be incurred as a result of any

legal action required to seek reimbursement of all grant funding received by applicant.

Section 8. Notice

- (A) The City of Alvin shall deliver a copy of these guidelines to any applicant for his/her review and the delivery hereof does not constitute an offer of a business improvement grant to the applicant.

- (B) The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this business improvement grant program, and venue for any lawsuit or other proceeding involving this program shall be in Brazoria County, Texas. If any provision of this business improvement grant program is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected thereby.



City of Alvin

APPLICATION FOR BUSINESS IMPROVEMENT GRANT PROGRAM

Please carefully read the following:

A business may receive assistance from the following program that is not to exceed \$50,000 in total during the fiscal year (October 1 to September 30). Funding assistance is approved and awarded at the discretion of a committee designated by the City of Alvin. Funding assistance is distributed as reimbursement after the applicant submits paid receipts for the approved project.

Photographs of the completed project shall also be required when receipts are submitted.

Applicant Name: _____

Business Name: _____

Property Address: _____

Mailing Address: _____

Phone: _____ Fax: _____ Other: _____

E-mail Address: _____

Please provide one of the following:

- | | |
|---------------------|---------------------------|
| 1. Individual owner | Recorded DBA Certificate |
| 2. Partnership | Partnership Agreement |
| 3. Corporation | Articles of Incorporation |

Date business was established or opened in City of Alvin: _____

Brief description of business (attach additional sheet if necessary): _____

Number of employees: _____ Full-Time: _____ Part-Time: _____

Description of proposed project (attach additional sheet if necessary): _____

Estimated date of completion for this project: _____

Estimated Material cost: _____ Labor cost: _____

The undersigned acknowledges and agrees to abide by and subject to the terms and conditions of the business improvement grant program described herein.

I certify that no improvements, as described in this application, shall begin prior to receiving written approval of grant funding from the City of Alvin.

Business Owner's Signature: _____

Printed Name: _____ Date: _____

Property Owner Signature: _____

Printed Name: _____ Date: _____

If a successful applicant does not use the funds as intended and described by the application, then he or she will be liable for those funds and must repay the City of Alvin.

Applications may be delivered to City of Alvin Registered Agent, Economic Development Department, 216 West Sealy Street, Alvin, TX 77511.

For more information, please call the office of the City of Alvin Economic Development at 281-388-4281.

Checklist:

- Completed application
- Entity legal documents
- Proof of ownership
- Current paid tax receipts (real & personal property)
- Copy of lease agreement

City of Alvin Timeline

Application received by City Registered Agent	_	/_	/_
Submitted to Alvin Grant Program Committee	_	/_	/_
Applicant notified of decision to approve/disapprove (10 days)	_	/_	/_
Completion deadline (6 months from approval)	_	/_	/_
Certificate of Completion received by City	_	/_	/_
Inspection performed on (10 business days)	_	/_	/_
If applicable, letter of non-compliance to applicant	_	/_	/_
Final approved Certificate of Completion received by Register Agent	_	/_	/_
 Total of receipts submitted for reimbursement		\$	_
Less 50%		-	_
Amount of eligible grant funding		\$	_
 Release of grant fund by Registered Agent	Pd Amt. \$	Ck #	_ / _ / _

City of Alvin-Certification of Completion

Applicant Name: _____

Business Name: _____

AFFIDAVIT

I CERTIFY that all improvements have been satisfactorily completed in accordance to the approved application, that all charges or bills for labor or services performed or materials furnished, and other charges against the subcontractors, have been paid in full and in accordance with the terms of the contract; that no liens have been attached against the property and improvements of owner; that no notice of intention to claim liens is outstanding; that no suits are pending by reason on the project under the contract; that all Worker’s Compensation claims have been settled and no public liability claims are pending.

Affidavit is made for the purpose of reimbursement of funds according to the City of Alvin Business Improvement Program.

Total of Paid Receipts submitted for reimbursement \$ _____

Business Owner’s Signature: _____

Printed Name: _____ Date: _____

Property Owner Signature: _____

Printed Name: _____ Date: _____

Attachments:

- Copies of paid receipts
- Photographs of completed work
- Other

Sworn to and subscribed before me, a notary public,

This _____ day of _____, 20_____

(seal)

Notary Public Signature

INSPECTION

I CERTIFY that I have inspected the project and have found all improvements to be satisfactorily completed in accordance to the approved application and in compliance to any applicable city ordinances.

Inspector's Signature: _____

Printed Name: _____ Date: _____

Exhibit "A" Downtown Development Area

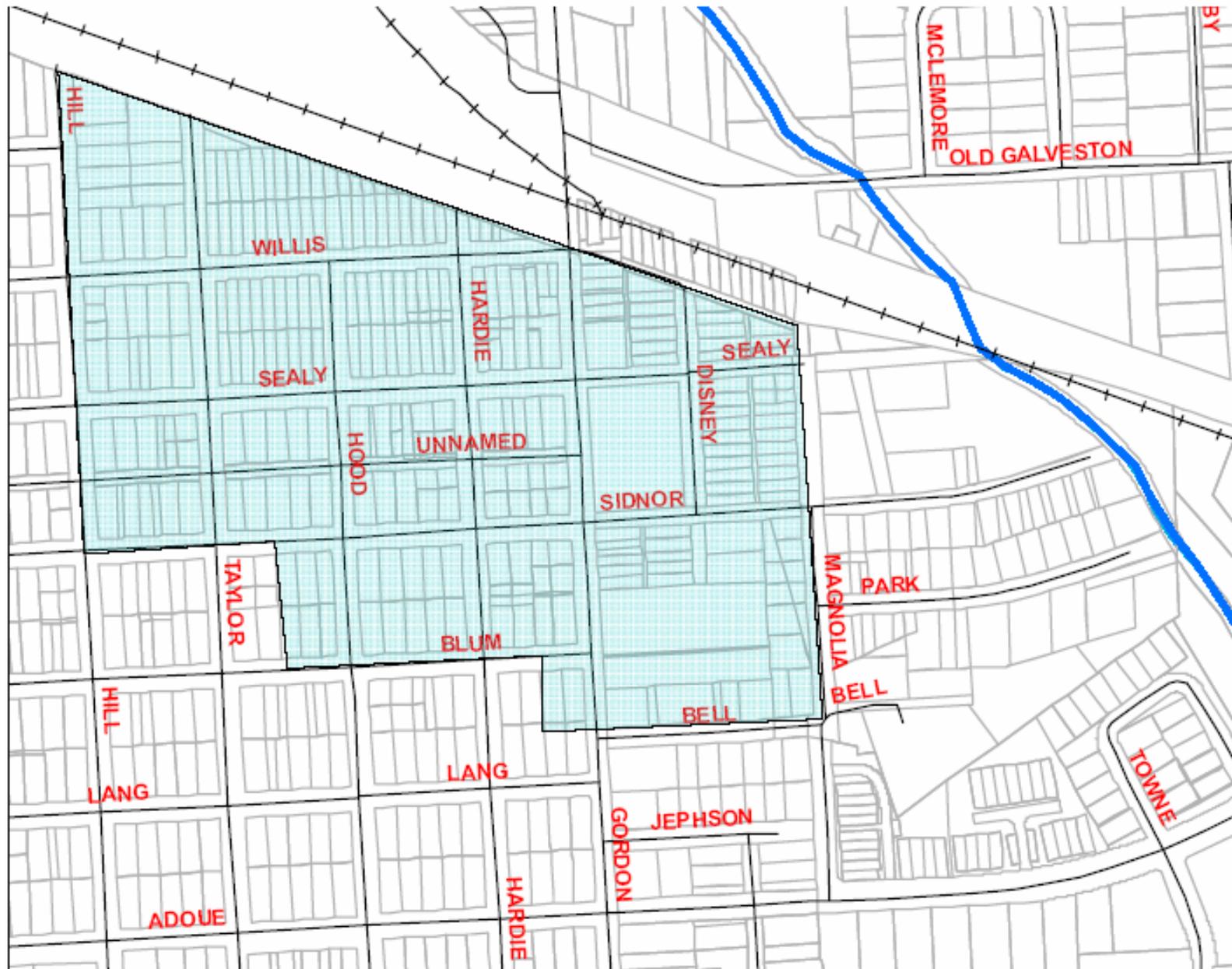
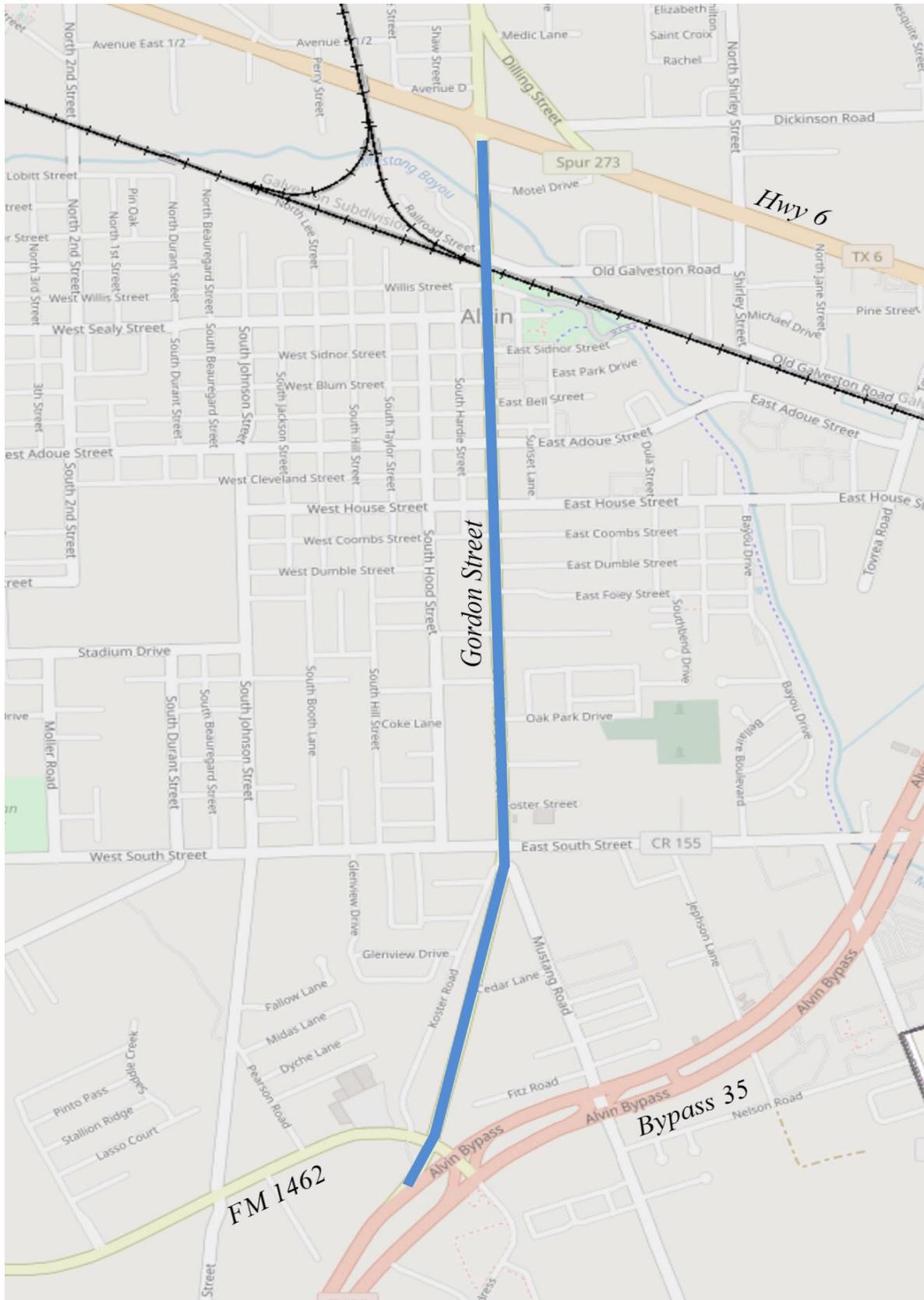


Exhibit "B" Gordon Street Coverage Map





AGENDA COMMENTARY

Meeting Date: 10/3/2019

Department: City Secretary

Contact: Dixie Roberts, City Secretary

Agenda Item: Consider Resolution 19-R-38, designating one representative and one alternate representative to the Houston-Galveston Area Council (H-GAC) General Assembly for 2020.

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Plat Discussion & Direction Other

Summary: HGAC's bylaws provide that each Home Rule City member with a population under 99,999 as of the latest (2010) Federal Census, is entitled to designate one representative and one alternate to serve on the H-GAC General Assembly. The two designees must be elected officials of Alvin's governing body.

Each year City Council is asked to appoint elected officials to serve as members to this assembly. Appointments must be made by October 25, 2019.

Prior year appointments:

2019: Council member Arendell (representative); Council member Castro (alternate).

2018: Council member Arendell (representative); Council member Richards (alternate).

2017: Council member Arendell (representative); Council member Richards (alternate).

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/26/2019 SLH _____

Supporting documents attached:

- Res 19-R-38
- H-GAC Letter

Recommendation: Move to approve Resolution 19-R-38, designating _____ to serve as the representative and _____ to serve as the alternate representative on the H-GAC General Assembly for 2020.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

RESOLUTION 19-R-38

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, DESIGNATING ONE REPRESENTATIVE AND ONE ALTERNATE REPRESENTATIVE TO THE HOUSTON-GALVESTON AREA COUNCIL (H-GAC) GENERAL ASSEMBLY FOR 2020.

WHEREAS, H-GAC's Bylaws provide that each member City with a population not in excess of 99,999 as of the last (2010) Federal Census is entitled to designate one (1) representative and one (1) alternate to the 2020 H-GAC General Assembly; and

WHEREAS, this governing body desires to exercise its right to designate the said representative and alternate representative to the 2020 H-GAC General Assembly; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. That the facts and recitations set forth in the preamble of this resolution are hereby, adopted, ratified, and confirmed.

Section 2. That City Council member _____ is hereby designated as City of Alvin's Representative for the GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2020.

Section 3. That the Official Alternate authorized to serve as the voting representative should the above-named representative become ineligible, or resign, is City Council member _____.

Section 4. That the Executive Director of the Houston-Galveston Area Council be notified of the designation of the above-named representative and alternate.

Section 5. That this resolution shall take effect immediately from and after its passage, in accordance with the provisions of the State Statutes of the State of Texas.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this 3rd day of October 2019.

CITY OF ALVIN, TEXAS

ATTEST

Paul A. Horn, Mayor

Dixie Roberts, City Secretary

Rec'd 9/17/19



September 5, 2019

Hon. Paul Horn
Mayor
City of Alvin
216 W Sealy St
Alvin, TX 77511

Dear Mayor Horn:

I am writing regarding the appointment of your city's representative to H-GAC's 2020 General Assembly.

H-GAC's Bylaws provide that each member Home Rule city with a population under 25,000 as of the last (2010) Federal Census is entitled to designate one representative and one alternate to the H-GAC General Assembly, which will meet in early 2020.

I am enclosing the appropriate form for your city's use in officially designating a representative and an alternate. The two designees must be elected official members of your city's governing body. Please return the completed form by fax to 713-993-2414 or email cynthia.jones@h-gac.com.

A dinner meeting of Home Rule city representatives is scheduled for the evening of Thursday, November 7. At that meeting, your 2019 Home Rule Cities' H-GAC Board of Directors representatives will report on this year's activities and look ahead to issues and progress in 2020.

We are sending a copy of these designation materials to your city secretary as well. We would appreciate receiving your city's designation form no later than October 25. If you have any questions during the designation process, please call Rick Guerrero at 713-993-4598.

Sincerely,

Chuck Wemple

CW/cj

Enclosure
cc: City Secretary



**DESIGNATION OF REPRESENTATIVE AND ALTERNATE
HOUSTON-GALVESTON AREA COUNCIL
2020 GENERAL ASSEMBLY**

BE IT RESOLVED, by the Mayor and City Council of _____, Texas,
that _____ be, and is hereby designated as its Representative
to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2020.

FURTHER, that the Official Alternate authorized to serve as the voting representative should
the hereinabove named representative become ineligible, or should he/she resign, is
_____.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the
designation of the hereinabove named representative and alternate.

PASSED AND ADOPTED, this _____ day of _____, 2019.

APPROVED:

Mayor

ATTEST:

By: _____



AGENDA COMMENTARY

Meeting Date: 10/3/2019

Department: City Secretary

Contact: Dixie Roberts, City Secretary

Agenda Item: Consider Resolution 19-R-39, nominating candidate(s) for a position on the Board of Directors of the Brazoria County Appraisal District.

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Plat Discussion & Direction Other

Summary: This Resolution is to nominate a candidate(s) to serve on the Brazoria County Appraisal District (BCAD) Board of Directors. Cities, school districts, and counties may nominate one or more persons to serve on the Board. The Board is composed of five members who serve two-year terms, all of which expire December 31, 2019. In December, City Council will cast votes for various nominees by resolution. The Chief Appraiser will then count the votes, declare the results, and notify the five candidates who received the largest vote totals, before December 21, 2019.

In 2015 and 2017 the City of Alvin nominated and cast their votes for Tommy King. Mr. King is a current member of the Board and would like to continue his service. Alvin ISD will also be nominating Mr. King to serve on this Board.

Funding Expected: Revenue Expenditure N/A Budgeted Item: Yes No N/A

Funding Account: _____ Amount: _____ 1295 Form Required? Yes No

Legal Review Required: N/A Required Date Completed: 9/26/2019 SLH _____

Supporting documents attached:

- Resolution 19-R-39
- Information from BCAD

Recommendation: Move to approve Resolution 19-R-39, nominating _____ for a position on the Board of Directors of the Brazoria County Appraisal District.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

RESOLUTION 19-R-39

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, NOMINATING CANDIDATE(S) FOR A POSITION ON THE BOARD OF DIRECTORS OF THE BRAZORIA COUNTY APPRAISAL DISTRICT.

WHEREAS, those eligible taxing units participating in the Brazoria County Appraisal District have the right and responsibility to nominate from one to five (5) candidate(s) to fill the five (5) positions of the Board of Directors of the Brazoria County Appraisal District for a term of office commencing on January 1, 2020 and extending through December 31, 2021; and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. That the facts and recitations set forth in the preamble of this Resolution are hereby, adopted, ratified, and confirmed.

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District for a two-year term of office commencing on January 1, 2020.

Name & address: _____
Name & address: _____
Name & address: _____
Name & address: _____
Name & address: _____

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 15, 2019.

Section 4. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this 3rd day of October 2019.

CITY OF ALVIN, TEXAS

ATTEST

Paul A. Horn, Mayor

Dixie Roberts, City Secretary

Rec'd 9/12/19

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Ro'Vin Garrett
Tommy King
Ruby Jo Knight
Gail Robinson
Glenn Salyer
Susan Spoor

CHIEF APPRAISER

Cheryl Evans
500 North Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

M E M O

To: All Voting Taxing Units
From: Cheryl Evans, Chief Appraiser
Subject: 2019 Board of Directors Election For
Years 2020 – 2021
Date: September 3, 2019



Your taxing unit participates in selecting members of the Brazoria County Appraisal District's Board of Directors. The board is composed of five members who serve two-year terms, all of which expire December 31, 2019. If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a non-voting director. This memorandum sets out the process of selecting directors for the two-year term that begins January 1, 2020.

Section 6.03, Property Tax Code, establishes the selection process for Appraisal District Directors.

Selection Procedures

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2020 are as follows:

Nomination

Before **October 15, 2019**, the voting unit must **adopt a resolution nominating** from one to five candidate(s) by formal action. The presiding officer of the voting unit must submit the nominees name(s) and addresses to the Chief Appraiser.

September 3, 2019

Election

Before **October 30, 2019**, the Chief Appraiser will prepare a ballot listing the nominees in alphabetical order by last name.

Before **December 15, 2019** each voting unit must cast its vote by **written resolution** naming the person or persons for whom it votes, and submit a certified copy to the Chief Appraiser. **Ballots received by the Chief Appraiser after December 15, 2019 may not be counted.**

The Chief Appraiser will count the votes, declare the results, and notify the five candidates who received the largest vote totals before December 31, 2019. The Chief Appraiser also notifies all taxing units (voting and non-voting) and all candidates (winners & losers) of the outcome. If a tie occurs, the Chief Appraiser must solve it through any method of chance.

To assist you in this process, I have enclosed the following:

1. A calendar that lays out the procedures and dates for conducting the 2019 election.
2. Letter showing the number of votes your entity is entitled to cast in the ballot after candidate nominations are due. (See **October 30 on the election calendar.**)
3. A suggested form of resolution for the nomination(s) of a candidate(s) to the board of directors of the Brazoria County Appraisal District.

I would like to thank you in advance for your help in carrying out this important task and I invite your questions or comments on the board selection process. Please do not hesitate to call me.

Enclosures (3)

BRAZORIA COUNTY APPRAISAL DISTRICT
2019 BOARD OF DIRECTORS ELECTION CALENDAR

Before Oct. 1
(Sep. 3, 2019)

The chief appraiser notifies each voting taxing unit of the number of votes it may cast.

Each voting unit may nominate one candidate for each position to be filled. Since the board of directors consists of five members, **the unit may nominate from one to five candidates.**

Before Oct. 15

The presiding officer of the unit submits the **names and addresses** of the nominees **by written resolution** to the chief appraiser.

Before Oct. 30

The chief appraiser prepares and submits to each voting taxing unit a ballot listing the nominees alphabetically by each candidate's last name and provides the number of votes it may cast, with a resolution sample.

Before Dec. 15

Each voting unit cast votes for any of the candidates on the ballot and submits to the chief appraiser **by written resolution.** The unit may cast all its votes for one candidate or may distribute the votes among any number of candidates.

Before Dec. 31

The chief appraiser counts the votes and certifies as winner the five candidates who received the largest vote totals. The chief appraiser notifies all taxing units (voting and non-voting) and all the candidates (winners and losers) of the outcome.

If a tie occurs, the Chief Appraiser must resolve it through any method of chance.

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Ro'Vin Garrett
Tommy King
Ruby Jo Knight
Gail Robinson
Glenn Salyer
Susan Spoor

CHIEF APPRAISER

Cheryl Evans
500 N. Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

September 3, 2019

Mr. Junru Roland
City Manager of Alvin
216 W. Sealy
Alvin, TX 77511

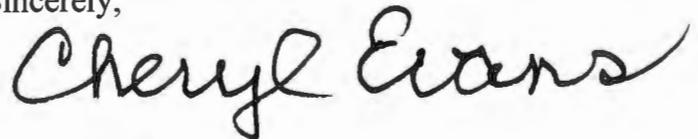
Dear Mr. Roland,

In reference to the selection of the Appraisal District Board of Directors, your 2018 total tax levy was **\$ 10,876,553**. This tax levy has entitled you to **66** votes for the five (5) directors to be elected to the Brazoria County Appraisal District.

Each voting taxing unit nominates **by resolution**, one to five candidate(s) to fill the five (5) positions of the Board of Directors. These nominations (names and addresses) must be submitted to the Chief Appraiser before **October 15, 2019**.

Please address all submissions to Cheryl Evans, Chief Appraiser, at the above address.

Sincerely,



Cheryl Evans
Chief Appraiser

CE/td

RESOLUTION NO. _____

**A RESOLUTION OF THE _____
OF THE _____**

**NOMINATING CANDIDATE(S) FOR A POSITION ON THE BOARD OF DIRECTORS OF
THE BRAZORIA COUNTY APPRAISAL DISTRICT**

WHEREAS, those eligible taxing units participating in the Brazoria County Appraisal District have the right and responsibility to nominate from one to five candidate(s) to fill the five (5) positions of the Board of Directors of the Brazoria County Appraisal District for a term of office commencing on January 1, 2020 and extending through December 31, 2021; and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED BY THE _____
OF THE _____:**

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District for a two-year term of office commencing on January 1, 2020.

- Name & Address: _____

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 15, 2019.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2019.

Presiding Officer

ATTEST:

Secretary